

Ordering Instructions

Statewide Contract

LDPHONE15

Ordering Requirements – Agencies must submit an approved Telecommunications Change Request (TCR) form to the WV Office of Technology (WVOT) at tcr@wv.gov for services ordered from this contract. Current TCR forms can be downloaded from the following address:

<http://technology.wv.gov/ProductsAndServices/Pages/DownloadableForms.aspx>

Special Instructions– The Agency must complete the TCR in full and an Agency representative accountable for the associated charges must approve prior to submitting to the WVOT. If needed, Agencies may request a waiver from the ordering, billing and/or payment of services (DOA Chapter §5A-7) from this contract by submitting their request with justification to the Chief Technology Officer at consulting.services@wv.gov.

Approvals Required – Agency’s Approval Authority

Agency and/or Vendor Contact Information:

WVOT: tcr@wv.gov

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - TCR

How to submit the completed order to the Vendor – The WVOT will submit the completed order to the Vendor.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.